

# Chesapeake Human Resources Association CHRA Leader and Committee Description Sheet

Role (Title): Director  
Committee Name: Spring Conference

## *(Name) Committee Charter:*

Manage the activities of the Conference Committee to provide the annual Spring Conference for the chapter membership.

## *(Title) Role Description:*

As defined in CHRA Board of Directors reference binder

## *(Title) Activity Descriptions (e.g. 's noted in bullets, below):*

- ✓ **Committee Chair(s) time commitment:** 10 hrs/month in August – January 10hrs/wk in Feb, March and full day of conference in April
- ✓ **Committee Chair(s) specific/typical activities required:**
- ✓ Chair meetings of the Conference Committee to select topics and speakers for programs and to provide information on topics of broad interest to members.
- ✓ Recruit members to serve on Conference Committee.
- ✓ Select the site/location for the conference and meet with site personnel about services, etc.
- ✓ Negotiate contracts with site personnel, vendors, hotels, caterers, etc.
- ✓ Develop a timeline and budget for the conference.
- ✓ Coordinate efforts with state chapters and State Council to best serve the membership.
- ✓ Serve as resource to committee members in arranging monthly meetings.
- ✓ Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- ✓ Provide information regarding programs and services to the administrative office, newsletter editor, members, and others through presentations, written communications, and personal contact.
- ✓ Recruit vendors/sponsors
- ✓ Promote the conference to chapter members, state council members, and at-large members as well as any other possible attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
- ✓ Review final preparations to assure that conference runs smoothly.
- ✓ Review program evaluations for feedback to be used in planning future events.
- ✓ Serve as liaison between the members of the Conference Committee.

## *Committee (Name) Description of Expectations:*

- ✓ **Time Commitment of committee members:** 2 hrs/wk in Aug-Jan 4 hrs/wk in Feb, March and full day of conference
- ✓ **Frequency of meetings:** 1 face to face meeting monthly Aug-March, weekly via conference call In Feb and March
- ✓ **Meeting participation guidelines:** attend all meetings via conference call or in person
- ✓ Types of contributions needed from committee members:
- ✓ Creative ideas for themes, topics and promotional materials
- ✓ Assist selecting site, speakers
- ✓ Recruit vendors/sponsors
- ✓ Logistics of layout at site – vendor tables, food, etc.
- ✓ **Benefits of specific learning opportunities for committee members:**
- ✓ Organization event planning
- ✓ Negotiation skills
- ✓ Leadership
- ✓ Salesmanship
- ✓ Large scope project management/time management
- ✓ Budgeting